

Letter of Recommendation

Make sure to fill out the following to give to those who will be writing you a letter of recommendation. It is important that this be filled out accurately and completely. **Remember to give at least two weeks notice.**

Name: _____ phone/email: _____

Letter deadline date: _____ To whom should this letter be addressed? _____

List in order of preference the colleges to which you plan to apply:

1. _____
2. _____
3. _____

Anticipated College Major: _____ Career Choice: _____

Discuss your future goals:

What three adjectives describe you best and why?

What are your extra-curricular activities/hobbies?

Employment – Have you had a job? If so, describe your responsibilities, number of hours worked, etc.

Are you involved in community service? Where? How long/number of hours completed? Responsibilities?

Special talents or experiences that you like mentioned?

Special circumstances/Obstacles (single parent family, financial need, etc.):

What else do you think is important to know about you in order to write your recommendation?

Family Background:

Number of persons living at home: _____ 1st generation college student (circle one) Yes / No

Family members attending college: _____ Ethnic background: _____

Father's Occupation: _____ Mother's Occupation: _____

Military: _____

Free or reduced lunch? Circle one: Yes / No

Please attach personal essay and/or resume providing additional information.

If this letter is to be mailed, please provide a stamped and addressed envelope!